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| **healing to wellness court***Graduation* *Aftercare* 19**process/Procedure Bench Card** |
| Graduation is held to honor a participant who successfully completes all Wellness Court requirements and obligations. The graduation ceremony marks the end of a chapter of one’s life and the start of another. |
| Path – Process | Protocol – Procedure |
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| **Participant completes Wellness Court- files graduation application**  | □ |
| **Court/Team review Application at Staffing**  | □ |
| **Schedule Graduation Date – If completion confirmed**  | □ |
| **Prepare for Graduation Ceremony – solicit speaker(s)**  | □ |
| **Hold Graduation**  | □ |
| **Award Graduate with Certificate of Graduation**  | □ |
| **Forward Certificate of Graduation to interested parties**  | □ |
| **Close Case**  | □ |

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|  ***Action Judge’s response – responsibilities***  |
| Participant submits Graduation Application | □ Confirm participant completed all graduation requirements □ Review participant’s file to assure it contains all requisite documents/forms to complete record.□ Set review of application with Team on the next Staffing agenda  |
| Court/Team review Application at Staffing  | □ Inquire of comments / concerns regarding participant’s application to graduate □ Confirm participant completed all graduation requirements □ Confirm all fees/fines/community service is completed□ Inquire of memorable participant conduct (stories); and whether participant is to continue with After Care |
| Schedule and Prepare for Graduation Ceremony | □ Review participant file to assure it contains all requisite docs/forms to complete Wellness Court record□ Set Graduation date; cross check with community calendar and events□ Solicit potential speaker(s) with team and others for graduation □ Assure every team member is assigned a task or responsibility for the graduation ceremony  |
| Hold GraduationPresent Graduate with Certificate andFinal Incentive | □ Work with team/Coordinator to draft agenda for Graduation Ceremony□ Allow for time in in ceremony for participant and/or family to speak□ Include community as much as confidentiality concerns allow and to the extent waived by participant□ Provide food to graduation participants (if possible)□ Present participant with certificate/diploma/card to signify graduation |
| Forward Certificate of Graduation and initiate case closure | □ Forward record of graduation/order to interested parties□ Initiate case closure and forward order to interested parties or jurisdiction where case originated□ Forward Final Order to After Care provider (if applicable) |
| Record, Research & Rule References |
| Data Points & Performance Measures# of clients who graduated within program term# of clients who graduated 4, 8, 12 mths past term# of graduation ceremonies held per month# of days between graduation ceremonies# of days from actual completion to graduation day# of graduates who go on to Aftercare (%/month)# of family members/others attending graduation | **Wellness Court Policies & Procedures** | **Court Rules** |  |
| **Code/Statute Sections** |
| Resources/Technology: [www.WellnessCourts.org](http://www.WellnessCourts.org) [www.home.tlpi.org](http://www.home.tlpi.org), [www.ndci.org](http://www.ndci.org), [www.american.edu/spa/jpo/initiatives/drug-court/](http://www.american.edu/spa/jpo/initiatives/drug-court/) , [www.ndcdr.org](http://www.ndcdr.org), [www.drugcourtonline.org](http://www.drugcourtonline.org)  |